

Meeting Minutes of the Regular Meeting
City of St. Charles
Board of Fire & Police Commissioners
Monday, January 9, 2017
5:00 p.m.
Fire Department Training Conference Room
2nd Floor Century Station

Present: Chairman Don Haines, Mr. John Kennedy, Ms. Diane Kellett, Mr. Keith Rollins,
Mr. Cliff Carrignan

Absent:

Also Present: Fire Chief Joe Schelstreet, Police Chief Jim Keegan, Deputy Chief Dave Kintz;
Police Department, Denice Brogan; Human Resources, Carole Murphy;
Recording Secretary

1. Call to Order

Chairman Don Haines called the meeting to order at 5:02 pm.

2. Roll Call

Roll was called with five members present.

3. Public Forum

No Report

4. Approval of Minutes

- a. A motion was made by Mr. Cliff Carrignan and seconded by Mr. John Kennedy to accept the minutes of the December 7, 2016 regular meeting. The minutes were passed as presented by a unanimous voice vote of all members present.
- b. A motion was made by Mr. Cliff Carrignan and seconded by Mr. Keith Rollins to accept the minutes of the December 28, 2016 special meeting. The minutes were passed as presented by a unanimous voice vote of all members present.

5. Review of Rules and Regulations

A full review of the Rules and Regulations dated October 2015 will be conducted in the spring of this year.

It has been noted that the Education Points for Police Department new hires, (page 10, Chapter 3, Section 5 preference points for military are blank. It is not clear as to whether this was an error or may have been removed.

Chief Schelstreet stated a thorough review will be completed by the end of June.

Mr. Carrignan would prefer it to be complete by the end of April prior to the Firefighter testing process.

Will confirm any changes with the State Statute.

6. Discussion to finalize Sergeant's Oral Interviews

The dates for oral interviews are confirmed for January 31, 2017 and February 2, 2017 from 9:30 A.M. – 2:30 P.M. with 5 candidates per day.

There will be 9 questions allowing 35 minutes for questions and 5 minutes for discussion between candidates.

Each candidate will be notified when there is 5 minutes left, with the interviewing team asking for possible follow up at the end.

- 10 out of 35 eligible people signed up for the exam.

Oral exams will take place in the Police Department conference room.

- Written tests will be held on January 19, 2016 at 9:00 A.M. in the Police Department training room.

7. Executive Session

No Executive Session

8. Other Business

- Swearing in for new Firefighter Andrew Kidd will take place on January 17, 2016.
- Mr. Haines will not be in attendance at the February Meeting.

9. Adjournment

With no further business, a motion was made to adjourn the meeting by Mr. Cliff Carrignan and seconded by Ms. Dianne Kellett. The motion was passed by a unanimous voice vote of all members present.

The meeting was adjourned at 5:19 pm.

Respectfully Submitted by Carole Murphy; Recording Secretary